

STATE ADMINISTRATIVE MANUAL <h1>MANAGEMENT MEMO</h1>	NUMBER: MM 03-15
SUBJECT: OFFICIAL STATE OF CALIFORNIA FUEL CARD VOYAGER FLEET SYSTEMS INC.	DATE ISSUED: July 1, 2003 EXPIRES: June 30, 2005
REFERENCES State Administrative Manual, Section 3687.1. Replaces MM 02-13	ISSUING AGENCY: Department of General Services

This Management Memo is to notify state agencies and departments of the new contract for the Voyager Fuel Card Program between the Department of General Services (DGS), Office of Fleet Administration (OFA) and Voyager Fleet Systems Inc. (Voyager). The OFA administers the Voyager Fuel Card Program to provide employees operating state vehicles on official business with a mechanism to obtain convenient, reliable and readily available fueling services. The Voyager Fuel Card Program also provides precise charge back functions to using agencies, compilation of fueling data and monitoring capabilities for fraud and abuse.

The Voyager Fuel Card is for official state business and can only be used by state employees for state vehicles. The Voyager Fuel Card cannot be used for private vehicles. Pursuant to the Fuel Card Program and while conducting official state business, state employees may use the Voyager Fuel Card to purchase fuel, alternative fuels, fluids and lubricants at over 10,000 retail locations throughout the State of California. The Voyager Fuel Card can be used for car washes, oil changes and emergency roadside assistance. In addition, **emergency purchases** such as wiper blades, fan belts, tires, etc., are allowed in **urgent situations** only.

As of July 1, 2003, the Voyager Fuel Card can no longer be used for automotive repairs.

State Administrative Manual (SAM), Section 3687.1, states: "The purchase of premium grade unleaded gasoline is prohibited. Drivers are to make fuel purchases for state vehicles at lower priced self-service pumps unless under-hood and tire service is necessary. Only then is the use of full-service pumps authorized. Drivers should insist that all under-hood and tire services be provided when full-service pumps are used since the extra costs for the fuel pays for these services. Exceptions to this policy are permissible for employees with physical limitations or handicaps, and in the case of emergencies and/or the unavailability of self-service."

It is the responsibility of each state agency to pay monthly invoices as well as manage, control and monitor its Voyager Fuel Cards to prevent fraudulent practices. The state agency of the employee utilizing the Voyager Fuel Card is responsible for losses incurred by the state due to fraud, misuse or theft.

State vehicles leased or rented from the OFA are provided with an assigned Voyager Fuel Card, which is billed to the OFA. State agencies utilizing OFA's leased or rented vehicles with assigned Voyager Fuel Cards will be charged back for any fraud, misuse or theft incurred by their employees. Voyager can provide each state agency with customized exception reports and provide training on fraud detection.

The term of the new contract (DGS-OFA-03-FC-1) between DGS and Voyager is from July 1, 2003, through June 30, 2005, with the option to extend the contract term for one additional year. A copy of the Standard Agreement is available on the OFA's website at www.ofa.dgs.ca.gov.

The current Voyager contract expires June 30, 2003, and all existing Voyager Fuel Cards will be accepted through the 2004 expiration date. When the fuel cards expire, Voyager will issue new fuel cards for the duration of the contract.

Voyager provides all forms and procedures necessary for state agencies to establish an account. Once an account is set-up, Voyager will establish a master account file containing vehicle information and fuel card data for all fuel cards in each state agency.

The State of California's contact for Voyager Fleet Systems Inc. is:

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If you need assistance or have any questions regarding the Voyager Fuel Card Program, please contact Sue Gutierrez, Contract Administrator, Office of Fleet Administration, at (916) 327-0074, or sue.gutierrez@dgs.ca.gov.

Original signed by J. Clark Kelso, Interim Director

J. Clark Kelso, Interim Director
Department of General Services